

**TOWN OF CARY  
REQUEST FOR LETTER OF INTEREST**

**THE TOWN OF CARY DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS TO PROVIDE CONSTRUCTION ENGINEERING AND INSPECTION SERVICES AND CONSTRUCTION MATERIALS TESTING FOR A CONTRACT CONSTRUCTION PROJECT.**

**The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform Roadway Construction Engineering & Inspection and/or Structures Construction Engineering & Inspection.**

The Town of Cary desires to engage a Private Engineering Firm (PEF) to provide Construction Engineering and Inspection (CEI) services and Construction Materials Testing (CMT) for the Southbridge Greenway PR1139, (EL-5100 GE) and the Black Creek Greenway, Phase III PR1150, (EL-4998 B). The selected firm will report directly to the Town of Cary. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. Portions of this project is funded thru a federal grant (SAFETEA-LU) administered by NCDOT.

**The Southbridge Greenway** project consists of the construction of a 10-foot wide asphalt trail, approximately 1,453 linear feet. The project also includes the construction of a 35-foot timber pedestrian bridge. The project is located within the Southbridge and Cary Park Subdivisions in Cary, North Carolina. The construction contract will be available in the spring of 2012, with an anticipated construction schedule of 180 calendar days.

**The Black Greenway** project consists of the construction of a 10-foot wide multi-use trail, approximately .56 miles in length. The project also includes the construction of a 30-foot pedestrian bridge, 12' wide. The project begins on NW Maynard Road and terminates at Castalia Drive. The construction contract will be available in the spring of 2012, with an anticipated construction schedule of 210 calendar days.

**The PEF will need show prior experience with NCDOT projects – specifically federally funded projects such as ARRA and SAFETEA-LU.**

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the projects for the town. The PEF shall indemnify and save harmless the town for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

A professional services contract will be negotiated with the selected consultant based on the proposed scope of work. The agreement must include the following provision:

*For the selected firm(s), the Town of Cary requires that the final approved contract for professional services specify that the consulting firm agrees to indemnify and hold the Town of Cary harmless from and against any and all claims, losses, liabilities, costs, expenses, charges, and damages arising from, or relating to, the contractual agreement, including but not limited to attorney's fees, with respect to any cause arising out of, resulting from, or in connection with (a) any breach by the consulting firm of any clause, condition or provision of the contract; (b) any breach or violation by the consulting firm of any applicable criminal or civil law; or (c) any other cause resulting from any act or failure to act by the consulting firm in accordance with the contract. The consulting firm shall promptly assume the defense of any claim, suit or action within the scope of this indemnification at its expense, upon being notified thereof.*

The private engineering firm must demonstrate the ability to provide Construction Technicians with the appropriate skills and qualifications to perform inspection, materials sampling, materials testing, surveying grade verification, documentation of pay quantities, erosion control and permit compliance, safety compliance and claims avoidance.

The technicians performing the inspection work must be trained, qualified, and certified by the National Institute for Certification in Engineering Technologies (NICET) or have an approved combination of education, experience, and training. NCDOT certifications are required for testing.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The firm must have an adequate accounting system to identify costs chargeable to the project

The selected firm will be required to furnish proof insurance coverage in the minimum amounts listed below:

Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000
Automobile Liability	\$1,000,000
Umbrella	\$1,000,000
Professional Liability	\$1,000,000

The Town of Cary shall be named as additional insured for General Liability.

**The proposed method of payment for this contract is cost plus a percentage fee with a maximum amount.**

The selection of a private engineering firm to provide and Construction Engineering and Inspection Services on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Town may short list private engineering firms of two or three firms.
3. Oral interview at the option of the Town for the short listed firms.
4. Town will select one or two private engineering firms to provide the Construction Engineering and Inspection Services.

### **PLANS AND SPECIFICATIONS**

Interested consultants may download plans and specifications from the following:

Use Internet Explorer and visit <http://pubfiles.townofcary.org>. From there select "go to FTP site" and from the directory list then select the "Parks, Recreation & Cultural Resources" folder and open the Parks Planning Sub-folder and then open the Black Creek Greenway and Southbridge Greenway folders. Select the file(s) and follow instructions to open or save it. Save a copy to your computer. The files will be available for you to retrieve until February 24, 2012 after which the files will be removed from this site.

### **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Town/County encourages the use of Small Professional Services Firms. A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) automatically qualifies as an SPSF. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of

Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## **PREQUALIFICATION**

The NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm and all subconsultants have submitted or updated this data since July 1, 2011, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your Letter of Interest (LOI). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and/or any subconsultants have not submitted or updated this data since July 1, 2011, please submit the new data to the Department **prior** to submittal of your Letter of Interest (LOI). An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the Technical Services Division (Contractual Services Unit). Having this data on file with the Department eliminates the need to resubmit this data with each Letter of Interest (LOI).

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **EVALUATION**

Firms submitting LOIs to perform the Construction Engineering and Inspection Services on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with structure design and highway construction and CEI services - 30%
2. The experience of the firm's proposed staff to perform the type of work required - 30%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project. Specifically showing prior experience with NCDOT projects funded by ARRA or SAFETEA-LU – 40%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

### **FORMAT FOR SUBMISSION OF A TOWN OF CARY LETTER OF INTEREST**

Please submit (5) five complete copies of the Letters of Interest and email one copy to Joe Godfrey as a PDF by the due date. All letters of interest are limited to 15 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. **Letters of interest containing more than 15 pages will not be considered.**

#### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Joe Godfrey, RLA, Senior Parks Planner. Said letter should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

#### **Section II - Evaluation Factors**

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous and Construction Engineering and Inspection Services experience that is focused to the type of project (federally funded/greenway) advertised for services [performed within last three (3) years];
- The number of employees within the firm;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.

- Identify project personnel/subconsultants' qualifications and experience in the past 3 years as related to this work;
- Unique qualifications of key team members;
- Any innovative approaches to be used; and
- A description of the firm's approach to performing Construction Engineering and Inspection Services(CEI) and Construction Materials Testing (CMT) for this work, including the firm's understanding of their responsibility with regard to safety, contract administration including submittal reviews, environmental responsibility, claims, and project delivery. Specifically describe the roles of each key personnel and what each person will be responsible for completing in order to be as efficient with time spent in the field;

### **Section III - Supportive Information**

This section should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Technician(s) – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

### **Appendices -- CONSULTANT CERTIFICATION Form RS-2**

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form)

**In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and **signing** the form.**

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

### **SUBMISSION OF LETTER OF INTEREST**

Private engineering firms are invited to have letters of interest for furnishing **CONSTRUCTION ENGINEERING AND INSPECTION SERVICES AND CONSTRUCTION MATERIALS TESTING FOR SOUTHBRIDGE GREENWAY PR1113 (EL-5100 GE) and THE BLACK CREEK GREENWAY, PHASE III – PR1050, (EL-4998 B)** to the Town of Cary by **1 P.M. on Friday, February 24, 2012**. Letters of interest received after this deadline will not be considered.

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.**

The mail address is:

Town of Cary  
Attn: Joe Godfrey, RLA  
Parks, Recreation & Cultural Resources  
PO Box 8005  
Cary, NC 27512-8005

Physical Address is:

Town of Cary  
Attn: Joe Godfrey, RLA  
Parks, Recreation & Cultural Resources  
316 N. Academy Street  
Cary, NC 27513

Any questions concerning the advertisement should be directed to Joe Godfrey by email [joe.godfrey@townofcary.org](mailto:joe.godfrey@townofcary.org)

### **NOTIFICATION**

The short-listed firms will be notified by **February 29, 2012**. Notification will not be sent to firms not short-listed.

**In the event the town elects to hold Oral Interviews, interviews will be held on March 2, 2012.**

The firm selected will be notified by **March 5, 2012**. Notification will not be sent to firms not selected.

The Town of Cary reserves the right to reject any and all Letters of Interest.